

Colorado Department of Public Health and Environment Emergency Medical and Trauma Services Section Trauma Program Policies and Procedures		
Subject: STATEWIDE TRAUMA ADVISORY COMMITTEE		
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Approved by D. Randy Kuykendall  
 Chief, Emergency Medical and Trauma Services Section  
 Date: 12/21/10

## SUMMARY

This document shall govern the convening and operation of the Statewide Trauma Advisory Committee (STAC), a committee convened by the EMTS Section, within the Colorado Department of Public Health and Environment (the Department).

## POLICIES AND PROCEDURES

### Purpose and Duties:

The purpose of the STAC is to advise both the State Emergency Medical and Trauma Services Advisory Council (SEMTAC) and the Department on matters pertaining to the continued development of the trauma system in Colorado.

Duties of the STAC include but are not limited to: recommending changes and improvement to the design, operation and evaluation of the Colorado trauma system; and reviewing and making recommendations to the Department and SEMTAC regarding the trauma center designation process, advising on matters that impact the care and transportation of trauma patients, and working with Colorado's Regional Emergency Medical and Trauma Advisory Councils (RETACs) and other partners to develop and implement a statewide trauma system.

### Membership:

There shall be 11 members, 6 of whom are members of SEMTAC and appointed by the SEMTAC Chair, and 5 of whom are appointed by the Department. The 5 Department-appointed members shall be:

- a. A Registered Nurse with experience as a trauma nurse coordinator or trauma program manager
- b. A representative from the Public Health/Injury Prevention community
- c. A representative from the Colorado EMS Air Transportation community
- d. A consumer/advocate/stakeholder interested in the development of the Colorado trauma system
- e. An at-large representative

At the discretion of the STAC Chair, any member who has two consecutive unexcused absences during a calendar year may be deemed to have vacated the membership, and the Department shall fill such vacancy for the remainder of the un-expired term. Members are strongly encouraged to notify either the staff or the STAC Chair as early as possible regarding an anticipated absence. This is necessary to ensure that enough members will be in attendance to conduct official business. Members may participate through electronic means and be considered present for attendance purposes.

Committee membership shall be on a voluntary basis, and members shall receive no compensation for their services.

**Officers, Duties and Elections:**

Elected officers of the STAC shall be the Chair and the Vice Chair. Elections shall be held yearly for these offices. Officers may hold the position for more than one consecutive term. The officers shall be elected by majority vote of the ballots cast for the office.

**Responsibilities of the Chair:**

1. Preside at all meetings of the STAC and assure that the policies of the STAC are followed.
2. Work to ensure smooth communication between the STAC, SEMTAC, the Department and other trauma system stakeholders.

The Vice Chair will serve in the absence of the Chair and assume the above responsibilities.

The Chair or Vice Chair may be removed from office by consent of the Committee if the officer has not or cannot fulfill his/her responsibilities. If an officer is removed at a meeting, an election for a successor shall take place at the same meeting without previous notice of the election.

In the absence of both the Chair and the Vice Chair at any meeting in which a quorum is present, the members present may elect a Chair to serve for that meeting only so that business may continue.

**Responsibilities of the Department:**

1. Record, maintain and distribute accurate minutes of all STAC meetings;
2. Monitor attendance of Committee members;
3. Receive resignations and written notices of impending vacancies;
4. Receive general communications for the Committee;
5. Maintain an accurate and up-to-date list of members of the STAC;
6. Make the minutes available to the public through the Department;
7. Distribute to STAC members the minutes of the previous meetings, the agenda of any STAC meetings and any supplemental materials necessary for such meetings at least five working days prior to such meetings.
8. Provide a replacement secretary, if for some reason the secretary is unable to attend a meeting.
9. Report on STAC activities and progress to SEMTAC as part of the trauma program report.

**Meetings:**

Meetings shall be subject to all current statutes and rules relating to the conduct of open meetings. The STAC shall hear public testimony in a manner as prescribed by the department. There will be, at a minimum, an opportunity for input from any party during the discussion period prior to a vote.

The STAC shall meet at least quarterly or as otherwise necessary as determined by the Department in consultation with the Chair. All meetings will be available via teleconferencing.

A quorum shall be the majority of the appointed members and must be established at the beginning of all meetings in order for business to be conducted. There must be a quorum remaining in attendance, either by phone or in person, for any vote taken.

Any meeting may be cancelled by the Chair in consultation with the Department, a minimum of three working days prior to the meeting, if the Chair determines there will be no quorum present at the meeting or when there are no decision items on the agenda.

**Voting:**

At least one half of the members of the STAC (a quorum) must be present for any vote to be held. All recommendations from the STAC to the Department shall be adopted by majority vote of the STAC members in attendance (either in person or via teleconference). During the voting process, the Chair will request a voice vote on items and will ask for Committee members abstaining to identify themselves.

In the case of election of officers, the vote shall be conducted by written vote on ballots to be supplied by the Department either in person or via e-mail. If no candidate receives a majority of the votes cast, another ballot shall be taken. If further ballot needs to be cast to determine a majority winner, it shall be between the two candidates receiving the highest number of votes on the immediate preceding ballot.

**Conflict of Interest:**

No member of the STAC shall be permitted to vote on items brought before the STAC for which direct personal, organizational or financial conflict of interest exists. If a potential conflict of interest exists, the member shall declare the potential conflict of interest BEFORE the beginning of public discussion. The Committee shall decide whether such conflict, in fact, exists and whether the member should vote on that issue.

No individual member shall make a statement of policy that purports to be that of the STAC unless the STAC shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.

**Sub-Committees:**

The Chair shall be an ex-officio member of all standing and ad hoc sub-committees and shall be responsible for their task completion.

Ad hoc sub-committees for the committee may be appointed by the chair as needed. Sub-committee chairs shall be elected from the members of each sub-committee by a simple majority vote. The task(s) of the sub-committee will be defined in writing by the committee chair. Specific due dates and progress reports to the entire committee shall be established.